

New Jersey Commission on Cancer Research Consultant

Scope of Work

Description of Services:

The consultant will work directly with the Acting Executive Director, the NJ Commission on Cancer Research (NJCCR) and the members of the advocacy community, including cancer advocacy organizations and industry (biotech and pharmaceutical companies in NJ) to advance support for cancer research in New Jersey. This will occur by maintaining, expanding, and mobilizing the cancer advocacy community and continuing to garner the support of key policymakers in New Jersey in support of cancer research. The Vendor shall provide the following activities. This is not an all inclusive list.

1. Build support of key legislators and executive branch officials in support of cancer research funding in NJ:
2. Conduct outreach to new partners to discuss supporting the Commission's work and increase the number of organizations promoting cancer research funding in NJ, including academic institutions, industry including but not limited; academic institutions, industry (biotech and pharma) and cancer awareness organizations/non-profit organizations.
3. Continue to grow the number of organizations/ corporations supporting cancer research funding in NJ;
 - a. Build support in the research community and among state policymakers for the Commission's \$2 million state budget allocation; and provide quarterly or no less than semi- annual reports to the NJCCR Acting Executive Director and,
 - b. Provide updates during the scheduled Commission meetings.
4. Assist the NJCCR Acting Executive director with annual NJCCR Symposium planning.
5. Support the Commission in the development of an external scientific panel of experts, not from NJ or affiliated with a NJ University or grant proposal to review and score grant applications and to review progress reports.
6. In collaboration with the NJCCR Acting Executive Director assist with the development of the Governor's Annual Report and timely submission to the Governor's Office (January 1st each year)
7. Assist with and coauthor final version of the NJCCR Bylaws in conjunction with the Acting Executive Director (Commissioners).
8. Monitor and provide semi-annual reports on the changing cancer research landscape in New Jersey.
9. Continue to support the work of the NJCCR as requested, including promoting the work of cancer research grantees.
10. Complete the NJDOH Ethics Training as required for all NJDOH employees, board and commission members, consultants and liaisons.

Pricing:

Pricing shall be Fixed Hourly Rate Pricing. Firm Fixed Pricing is a price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs.

Evaluation:

Proposals will be evaluated based on:

Personnel: The qualifications and experience of the bidder's management, supervisory, and key personnel assigned to the contract, including the candidates recommended for each of the positions/roles required.

Experience of firm: The bidder's documented experience in successfully completing contracts of a similar size and scope in relation to the work required by this RFP.

Ability of firm to complete the Scope of Work based on its Technical Proposal: The overall ability of the bidder to undertake and successfully complete the technical requirements of the contract in a timely manner.

The responsible bidder whose bid proposal, conforming to this Scope of Work, is most advantageous to the State, price and other factors considered will be recommended for award.

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M. Carolyn Daniels